

CHAPTER 5

TEMPORARY DUTY TRAVEL

0501 AUTHORIZING OFFICIAL (AO)

The AO is the authorizing official for all travel entitlements except when a higher authority is required, such as authorizing travel on an actual expense basis. In such cases the applicable JFTR/JTR paragraph applies (e.g., JFTR, Chapter 301). The AO must sign/approve (in block 22a) any travel claim that includes a change from the written travel order (section 0806). The AO signature constitutes valid, after-the-fact approval of allowable reimbursable expenses and itinerary/status changes, thereby reducing the need for travel order amendments (section 0202).

0502 BEGINNING AND ENDING OF TRAVEL STATUS

Travel status begins when travelers depart their homes/offices and ends when travelers return to their homes/offices. The only exception is for aircrew members who travel as a crew; then the travel status begins with take-off from the PDS and ends with landing at the PDS.

0503 FURNISHED MEALS

050301. Complimentary Meals Furnished by a Hotel. When a traveler is furnished a complimentary meal by a commercial lodging establishment, the meal is not considered a deductible meal. There is no deduction from the M&IE rate regardless of whether the meal was consumed by the traveler. For rules concerning lodgings and meals furnished by government contract, see the JFTR, paragraph U4125-A2 and JTR, paragraph C4552-J.

050302. Meals furnished at Conferences. When some but not all meals are included in conference fees, the traveler is entitled to proportional per diem on non travel days.

0504 GOVERNMENT QUARTERS AND DINING FACILITY AVAILABILITY

050401. Nonavailability Statements. Travelers are not required to obtain written nonavailability statements before reimbursement of commercial lodging costs and the locality M&IE can be made. The availability of government quarters, contract quarters and dining facilities must be confirmed when a reservation request is made. The Commercial Travel Office (CTO) or traveler will obtain the confirmation by using the following procedures:

A. The CTO or traveler will contact the destination billeting office/Army Central Reservation Center for quarters availability. If quarters are not available, the billeting office/Army Central Reservation Center is required to give the CTO or traveler a confirmation/nonavailability number or the name and phone number of the person contacted. When government or contract quarters are not confirmed as available, they will be considered not available and a confirmation/nonavailability number will be issued. The CTO or traveler will enter the confirmation/nonavailability number on the trip record/voucher. If the CTO or traveler

is not able to obtain a confirmation/nonavailability number from the billeting office/Army Central Reservation Center, the traveler will note on the trip record/voucher the date/time the attempt was made. The AO then will approve the commercial lodging and per diem rates.

B. The traveler will obtain information on the availability of government dining facilities through the CTO or the destination billeting office/Army Central Reservation Center. If not available, the M&IE rate for commercial meals is authorized. The CTO or traveler is not able to obtain information on messing availability through the CTO arrangements process or directly from the destination billeting office/Army Central Reservation Center, then the per diem of commercial meals is authorized and the CTO/traveler will note on the trip record/voucher the date/time an attempt was made.

050402. Government Dining Facility

A. Government Dining Use Required. The AO may or may not direct the use of a government dining facility while a traveler is TDY at an installation. If the AO directs use of government dining facility, the traveler may be entitled to proportional per diem while on TDY based upon the availability of meals at the installation.

B. Government Dining Use Impractical. The use of government dining facility is considered impractical on any day in which the member actually is traveling between/among locations, except for meals incident to special status as outlined in paragraph 0505.

050403. TDY Not at an Installation. When the TDY location is not at an installation, the traveler is not required to use nearby government facilities. However, if the traveler chooses to use government quarters at a nearby installation, a government dining facility is not considered available. The per diem is computed as though meals are not available, except for those the traveler elects to use, which must be claimed on the voucher by date and meal.

050404. TDY at an Installation. Travelers are not required to use available government quarters and dining facilities. However, the traveler will not be reimbursed for commercial lodgings without the confirmation/nonavailability number or AO approval required by paragraph 050401 above. Except when the TDY is for training, the AO is the authority on whether the traveler should have used government quarters. Travelers must claim any government meals used on their voucher by date and meal.

0505 SPECIAL STATUS AND PER DIEM RATES

Reduced/zero per diem rates for a special status, such as field duty, sea duty, hospitalization, rehabilitation, and essential unit dining take effect at 0001 the day after the traveler enters the status and ends at 2400 hours the day preceding the day the traveler leaves the status. For the day the traveler enters/exits a special status, all meals after entering and before exiting are considered available including days of travel. Per diem is computed to recognize the reduced or zero cost of these meals. When the traveler goes from one zero per diem status directly into another zero per diem status, no per diem is paid for that day. Otherwise, normal

per diem computations apply on that day. If a traveler is required to procure a meal or quarters other than at the special status rates, reimbursement of the cost may be made not to exceed the per diem allowance for the meal or lodging allowance. This does not include payment of the basic food cost for officers or employees in field duty, sea duty, or under essential unit messing. Travel orders should include the reduced per diem rates and special status and reference the letter/message with which they were established. If this information is not included in the travel order the AO must include it on or with the voucher when approving the voucher.

0506 CONSECUTIVE TDY

Per diem is payable for the interval between two periods of TDY if the interval exists through no fault of the traveler, and the traveler either remains at the first location or travels to the next TDY within the allowable travel time.

0507 LEAVE, PERMISSIVE TDY, OR ADMINISTRATIVE ABSENCE IN CONJUNCTION WITH FUNDED TDY

050701. Permissive/Administrative Travel Time. A traveler who takes leave, permissive TDY, or an administrative absence before or after a funded TDY, is entitled to travel allowances from the PDS to the funded TDY location and return to PDS. If the traveler takes leave, permissive TDY, or an administrative absence between two TDY locations, the traveler is entitled to allowances for direct travel between the two locations.

050702. Travel Time When Using Privately Owned Conveyance. Permissive or administrative travel time is authorized when a traveler is authorized to travel by POC for personal convenience to a funded TDY of 16 days or more, and reimbursement is based on a constructive schedule. The allowable travel time is computed based on the provisions of paragraph U5 160, JFTR for military personal or paragraph C4300, JFTR for civilian employees. Permissive or administrative travel time is not authorized when the orders direct a mode of transportation and that mode is available but not used. Per diem is not authorized for the additional period.

050703. Leave and Overtime in Conjunction with Official Travel. The unit commander (or designated representative) or employee supervisor is the authority for making and documenting determinations regarding leave and duty status, to include overtime. The granting, accounting, and reporting procedures are organizational responsibilities made in accordance with DoD Component instructions.

0508 RETURN TO THE PERMANENT DUTY STATION DURING TDY

050801. Authorized Return. When a travel order authorizes return to the PDS, the civilian employee is authorized travel and transportation allowances for travel from the TDY to the PDS and return travel to the TDY. Per diem terminates when the civilian employee arrives at the PDS (actual or constructive). Per diem starts again effective when the civilian employee begins return travel (actual or constructive). Lodging costs incurred for quarters maintained at the TDY location may be authorized/approved by the AO as a reimbursable expense. For this

entitlement, the permanent quarters from which the civilian employee normally commutes to the PDS are considered the same as the PDS. If the civilian employee goes to another location, no allowances are authorized for the travel. Per diem is computed as though the civilian employee remained at the TDY location.

050802. Voluntary Return. When a traveler voluntarily returns to the PDS during a TDY, the traveler's entitlement is limited to the lesser of the actual travel cost for returning to the PDS and what it would have cost had they remained at the TDY site. The factors included in determining actual travel costs are: per diem for the travel days (see paragraph 050801 for determination of when per diem begins and ends); round trip transportation for the mode used; and cost for quarters retained at the TDY site.